

CLASSIFICATION: JUVENILE PROBATION AND PAROLE OFFICER I

Class Code: 5460-18

Date Established: 02-13-06

Occupational Code: 3-2-1

Date of Last Revision: 05-13-14

BASIC PURPOSE: To perform entry level field work by providing support in the supervision of juveniles which includes preparing investigations for the court under supervisory oversight, making recommendations, providing enforcement of court orders and the coordination of case plans

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Supervises pre-adjudicated and adjudicated delinquents, CHINS and /or parolees under the authority of New Hampshire Family and District Courts, other states through the Inter-State Compact or NH Juvenile Parole Board.
- Monitors and reviews cases to ensure that case orders are followed and implemented.
- Arrests and takes into custody juveniles who are in violation of the law, fugitives from justice, or in immediate danger; acting under supervisory direction and in accordance with New Hampshire RSA 169.
- Represents and advocates for the State at dispositional and subsequent juvenile hearings in statewide courts.
- Reports and prosecutes violations of conditional release by youths before the courts as well as monitors parent compliance of court orders and reports parent violations to the court.

DISTINGUISHING FACTORS:

Skill: Requires minimal skill in performing a series of routine procedures OR in operating equipment according to standardized instructions.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require a significant investment of time and resources to detect.

Supervision: Requires no supervision of employees or functions.

Working Conditions: Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in criminal justice, criminology, behavioral science, counseling, cultural anthropology, education, human services, psychology, social work, sociology, or a related field.

Experience: None required.

OR

Education: Bachelor's degree in any field with at least twelve (12) courses or thirty-six (36) credit hours in one or more of the following educational fields: criminal justice, criminology, behavioral science, counseling, cultural anthropology, education, human services, psychology, social work, sociology, or a related field.

Experience: None required.

SPECIAL REQUIREMENTS:

1. For appointment consideration, Juvenile Probation and Parole Officer I applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.
2. Must demonstrate successful completion of basic juvenile services CORE Training via the Juvenile Probation and Parole Institute or its equivalent during first year of employment.
3. Must receive satisfactory performance evaluation and performance recommendations from the supervisor and the Juvenile Justice Services [JJS] Field Administrator.
4. Must be available for non-traditional work hours to meet the needs of youth and families.

License/Certification: Valid driver's license and/or access to transportation for use in statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of the principles and practices of juvenile probation and parole. Knowledge of adolescent development and behavior and the underlying aspects of such behavior. Knowledge of family centered services in the juvenile justice system. Ability to speak before groups and to prepare and present requests to a court or juvenile parole board. Ability to establish effective working relationships with adolescents, families, court officials, law enforcement agencies, juvenile parole board, collateral agencies and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.